

NOTIFY ATTENDANCE OFFICE TAB

THIS TAB IS USED FOR REPORTING ABSENCES, LATE ARRIVALS AND EARLY DISMISSALS ONLY!!!

Do NOT report change in pick up instructions in this tab! Please use the PICKUP tab. Instructions for change in pick up below.

In the Parent Portal there are two paths to creating Attendance Notes for the attendance office. Each student will have a link on their summary page labeled "Notify Office" found directly under the Bus Information which can be found by scrolling down the Summary page.

Clicking the link will bring you directly to the **NOTIFY ATTENDANCE OFFICE** tab.

You may also choose to navigate there directly by clicking first on, the **Attendance** tab on the left side of the screen, followed by the **NOTIFY ATTENDANCE OFFICE** tab.

Once on the screen, you will be able to:

- Select whether the student(s) will be absent, tardy or leaving school early.
- Select for which date the notification is for. You may select either today or a future date. Dates in the past will not be allowed.
- Optionally select the day through which this attendance transaction takes place. If a student is going to be absent more than one day, this allows you to report that.
- Select each student for which this notification pertains.
- Enter an attendance note describing the transaction. This note will appear in Genesis on multiple attendance screens and the students' information bar letting everyone know that this student has an attendance note on file

The screenshot shows a web interface for reporting attendance. At the top, there is a blue header with the word "Attendance" and a dropdown menu for "SELECT STUDENT: DeVore, Dez LaSHAY". Below the header are three tabs: "DAILY ATTENDANCE", "CLASS ATTENDANCE", and "NOTIFY ATTENDANCE OFFICE", with the latter being the active tab. The main content area is titled "Notify Attendance Office" and includes a sub-header: "You may only notify attendance office of absences and tardies for today and for future dates." The form contains several fields: "Student will be:" with a dropdown menu set to "Absent"; "On Date:" with a date picker set to "04/28/2016"; "Up through and including (may leave blank):" with an empty date picker; "Check off each student for whom this pertains:" with a list of checkboxes for "Ed Daily" (checked), "Hugh Daily" (checked), "Bruce Bochy" (unchecked), "Dez DeVore" (unchecked), and "Bradley Daily" (unchecked); and "Please leave a brief reason for tardy/absence below:" with a text area containing the text "Ed and Hugh will be accompanying their mother to her office for 'Take your child to work' day." At the bottom of the form is a green "Submit to Office" button.

Once the form is filled in, you will need to hit the "Submit to Office" button to finish. Submitted forms will appear on the bottom of the screen so you can keep track of any and all attendance notes you have created.

A note is created for each student for each day they will be absent/tardy. If you report a student will be absent on Monday and Tuesday, a separate note will appear for each day.

If you wish to remove a submitted note, you may do so as long as the note has not yet been processed in Genesis. This is accomplished by hitting the red X button to the right of the note.

| Submitted Notifications | | | | | |
|-------------------------|---------|------------|--|----------------------------|---|
| FOR DATE | TYPE | STUDENT | REASON | SUBMITTED | |
| 04/28/2016 | Absence | Ed Daily | Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day. | 03/25/2016 by Genesis Demo | ✘ |
| 04/28/2016 | Absence | Hugh Daily | Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day. | 03/25/2016 by Genesis Demo | ✘ |

Notes that have been processed by the attendance office will appear with a green check next to them.

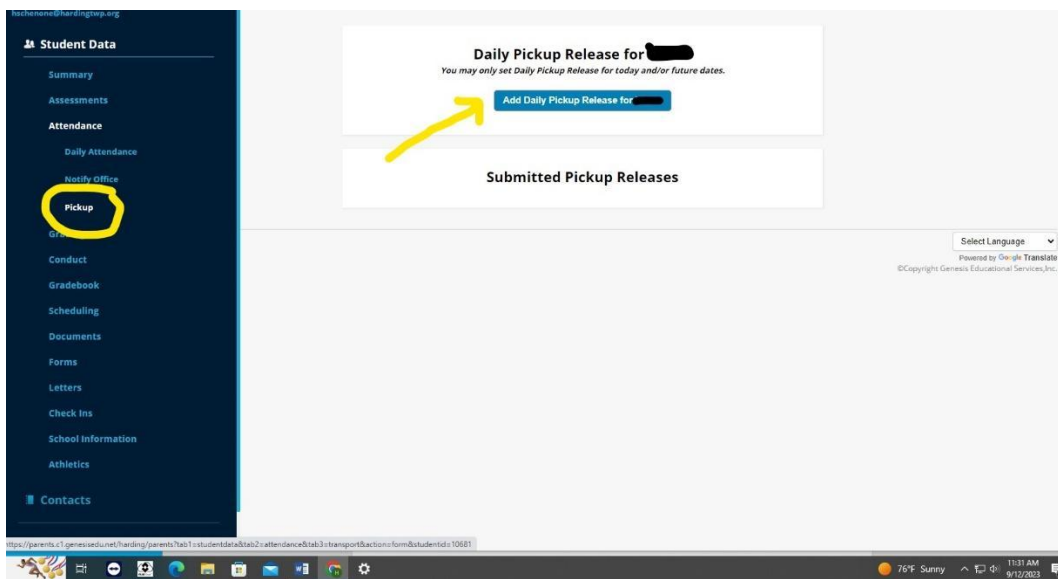
| Submitted Notifications | | | | | |
|-------------------------|---------|------------|--|----------------------------|---|
| FOR DATE | TYPE | STUDENT | REASON | SUBMITTED | |
| 04/28/2016 | Absence | Ed Daily | Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day. | 03/25/2016 by Genesis Demo | ✘ |
| 04/28/2016 | Absence | Hugh Daily | Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day. | 03/25/2016 by Genesis Demo | ✔ |

CHANGE IN PICK UP PROCEDURE

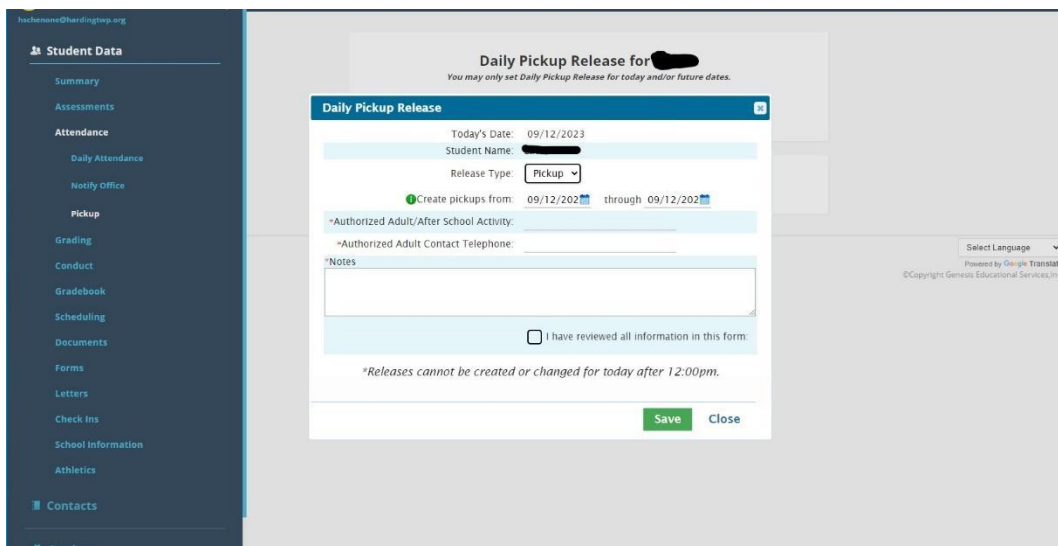
THIS TAB IS USED FOR A CHANGE IN PICK UP INSTRUCTIONS ONLY!!!

Do Not use this to report an absence, tardy or early dismissal. Please use the Notify Absence Tab for those purposes!

To report a change in Pickup Instruction, click on the Attendance tab and then click on the Pickup tab.



This will bring you to the Daily Pickup Release form.



Fill out the form completely.

Please note: this form must be completed before 2:30pm in order to give enough time for the staff to adjust release procedure for your student. Any changes after this must be called directly into the Main Office at 973-267-6398.

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